



The Music Settlement

OHIO CITY • UNIVERSITY CIRCLE

HOW TO REGISTER ONLINE FOR VOLUNTEER AND SERVICE OPPORTUNITIES

TMS SCHOLARSHIP STUDENTS

For ease and convenience, all registration for volunteer and service opportunities will be done online through SignUpGenius. **(Note: you do not need to register for a SignUpGenius account in order to sign up for opportunities.)**

This handy guide will show you how to search and sign up for volunteer opportunities, as well as how to cancel an existing shift.

New opportunities are always being added. Be sure to visit the website frequently for our latest offerings!



TMS VOLUNTEER SHIFT PORTAL ON SIGNUPGENIUS

1. Go to our online scheduler: <https://www.signupgenius.com/go/60b044fafaf2fa7fc1-tmsvolunteer>. Here is the homepage:



CFM Scholarship Students

TMS Volunteer & Service Opportunities

As a requirement of accepting a merit scholarship from The Music Settlement, each scholarship students must complete at least one (1) volunteer or service opportunity during the 2018 - 2019 school year. (Students ages 11 and younger must enlist a parent or guardian to complete the service on their behalf.)

Students and their families are encouraged to volunteer for multiple events, as long as they can make the commitment. This is a wonderful way to be a part of the TMS community!

Please see the related file **CFM Scholarship Volunteer Opportunities** for descriptions of all of our volunteer and service opportunities.

All TMS volunteer opportunities will be posted to this calendar as they become available. Please check back regularly to see our latest opportunities.

For any questions regarding this portal or your TMS scholarship requirements, please contact:

Nikki Claverie
 Administrator, Center for Music
 The Music Settlement
 Office Hours: Monday - Friday, 8:30 am - 5:00 pm
 (216) 421-5806 ext. 188
NClaverie@TheMusicSettlement.org

Related files:

📎 [CFM Scholarship Volunteer Opportunities.docx](#) (38KB docx)

Created by: The Music Settlement

In the opening section, you will find:


- Background Information
- Special Announcements
- TMS contact information if you have questions about the SignUpGenius portal
- Related Files:
 - CFM Scholarship Volunteer Opportunities


2. Visit "Related files" for a list of our current CFM Scholarship Volunteer Opportunities. Other important documents will be posted here as they become available.

For any questions regarding this portal or your TMS scholarship requirements, please contact:




Nikki Claverie
 Administrator, Center for Music
 The Music Settlement
 Office Hours: Monday - Friday, 8:30 am - 5:00 pm
 (216) 421-5806 ext. 188
NClaverie@TheMusicSettlement.org

Related files:

 [CFM Scholarship Volunteer Opportunities.docx](#) (38KB docx)

Created by: The Music Settlement 

3. Scroll to the bottom of the page to see the current volunteer opportunities calendar:

SEP 2018  							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28 Recital Assistant: Suzuki... (5:00pm- 7:30pm) Sign Up	29	
30							

Use the arrow buttons on the top left to scroll to different months of the year.



If you would prefer to view a list of opportunities, click "List View" on the top right side.



This is how the volunteer opportunities appear in List View:

Date (mm/dd/yyyy EDT)	Opportunities	Calendar View
09/28/2018 (Fri. 5:00pm - 7:30pm)	Recital Assistant: Suzuki Concert Contact: Callista Koh	
10/07/2018 (Sun. 2:00pm - 4:30pm)	Recital Assistant: Glenn Holmes Quartet Contact: Matt Charboneau	

You can switch back to "Calendar View" using the button on the top right side.



By default, SignUpGenius will display the opportunities in Calendar View, so we will use that for the purpose of this tutorial.

HOW TO SIGN UP FOR TMS VOLUNTEER SHIFTS

4. Scroll through the calendar or the list until you see the opportunity you would like to volunteer for. Remember, **each scholarship student must complete at least one (1) volunteer service**, but you are welcome to volunteer for more opportunities!
5. Click the blue "Sign Up" button below the opportunity. **Note: this will not sign you up, but will give you more information about the shift.**

27	28 Recital Assistant: Suzuki... (5:00pm- 7:30pm) Sign Up	29
----	--	----

6. A pop-up box will display more information about the shift.

Date: 09/28/2018 (Fri.)

Time (EDT)	Opportunities
5:00pm-7:30pm	Recital Assistant: Suzuki Concert (1) Contact: Callista Koh Sign Up

[Select Other Days](#)
[Submit and Sign Up](#)

You will see the following information:

- Date of the shift, including day of the week
- Time of the shift
- Title of the opportunity (*Refer to the CFM Scholarship Volunteer Opportunities document for a description of the responsibilities associated with the shift.*)
- Number of required volunteers (indicated in parentheses next to the title)
- TMS contact (i.e. who to report to when you arrive)
- Additional information, if necessary.

7. If you do **NOT** want to volunteer for the shift, click the orange X in the top right corner.



8. If you do want to volunteer for the shift, click the blue "Sign Up" box. A checkmark will display in the box. From here you have two choices:



- Click "Select Other Days" to volunteer for more shifts. This will take you back to the calendar.
 - Click "Submit and Sign Up" to sign up for the one shift.
9. When you click "Submit and Sign Up," you will be taken to another screen to confirm your details:

[← Back to TMS Volunteer & Service Opportunities](#)

Sign Me Up

Opportunities	Date (mm/dd/yyyy - EDT)	Comment	Quantity
Recital Assistant: Suzuki Concert	Fri., 09/28/2018 5:00pm - 7:30pm	<input type="text"/>	1

Name First Last

Email

Already have a SignUpGenius account? [Login](#)

Phone Mobile

What is the name of your scholarship student?

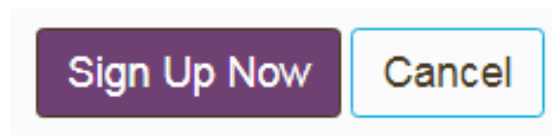
Please enter the name of the student receiving the TMS scholarship, who will be volunteering for this shift.

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

On this screen, you will need to enter the following information:

- Parent's/Guardian's First and Last Name (or Adult Student's Name)
- Email Address
- Best Contact Phone Number
- Name of Your TMS Scholarship Student (*Adult students, enter your own name.*)

10. Click "Sign Up Now" to sign up for the shift! (Or, click "Cancel" if you changed your mind. This will return you to the calendar.)



11. Congratulations! You are officially signed up for your volunteer shift!

You will receive two confirmation emails to the email address you provided:

- 1st Email – Confirmation, immediately after you sign up for your shift
- 2nd Email – Confirmation three (3) days before your shift

HOW TO CANCEL YOUR TMS VOLUNTEER SHIFT

Volunteer shifts can be cancelled online through SignUpGenius up to seven (7) days before the event. **If you need to cancel a volunteer shift within seven (7) days of the event, please contact Nikki Claverie at (216) 421-5806 ext. 188, or email NClaverie@TheMusicSettlement.org.**

1. Go back to our online scheduler: <https://www.signupgenius.com/go/60b044fafaf2fa7fc1-tmsvolunteer>.
2. Scroll down the page. Right above the calendar, you will see a link to "change your sign up."

Nikki Claverie
 Administrator, Center for Music
 The Music Settlement
 Office Hours: Monday - Friday, 8:30 am - 5:00 pm
 (216) 421-5806 ext. 188
NClaverie@TheMusicSettlement.org

Location: TMS University Circle Campus, Glick Recital Hall, 11125 Magnolia Drive, Cleveland, OH 44106

Related files:
[CFM Scholarship Volunteer Opportunities.docx](#) (38KB docx)

Created by: The Music Settlement

Already signed up? You can [change your sign up](#).

SEP 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat

3. The next screen will ask how you signed up. Please select the best option.

TMS Volunteer & Service Opportunities

Need to make a change to something you signed up for on this sign up?

- ☐ I signed up as a SignUpGenius member
- ☐ I signed up without a SignUpGenius account
- ☐ Someone else signed me up on this sign up

If you signed up as a SignUpGenius member, you will be prompted to log in and then you can make the change.

4. If you did not sign up as a SignUpGenius member, the following information will appear:

TMS Volunteer & Service Opportunities

Need to make a change to something you signed up for on this sign up?

☐ I signed up as a SignUpGenius member

☒ I signed up without a SignUpGenius account

If you signed up without a SignUpGenius account, you have several options for editing your sign up. You can:

1. [Contact the sign up creator](#) and have him/her update your item for you.
2. [Create an account](#) at SignUpGenius using the same email address that you used when you signed up. You will then be able to login and edit your item.
3. Send yourself an email link that will allow you to edit your sign up item.

Enter your email address:

[Send Me an Email](#)

☐ Someone else signed me up on this sign up

5. If you click on “Contact the sign up creator”, you will be taken to a separate page with a fillable form. This will send a message to TMS and we will remove you from the volunteer shift.

Contact The Music Settlement

Fill out the form below to contact The Music Settlement.

Your Name

Your Email

Subject of
Message

Message

☐

I'm not a robot



reCAPTCHA
Privacy - Terms

[Send Message](#)

6. "Create an account" will allow you to set up a SignUpGenius account so you can make the change yourself.
7. If you type your email address you used to sign up for the shift in box three, you will be sent an automatic email with a link. Click the link to remove yourself from the volunteer shift.
8. Alternatively, to remove yourself from a volunteer shift, contact Nikki Claverie at (216) 421-5806 ext. 188 or email NClaverie@TheMusicSettlement.org.

Remember, volunteer shifts can only be cancelled online up to seven (7) days before the event. If you need to cancel within a week of your scheduled shift, you need to contact The Music Settlement directly.

FREQUENTLY ASKED QUESTIONS

Q: Can I sign up my student for volunteer service by phone?

A: At this time, we are politely requesting that all registration for volunteer shifts be done online through SignUpGenius.

Q: Are these all the volunteer shifts you have for the school year?

A: No! New volunteer opportunities are being added regularly, so please check the calendar frequently for our latest volunteer shifts.

Q: The volunteer shift only requires one person – can both of my students volunteer? Or can I accompany my student to the volunteer shift?

A: We suggest that you try to find a volunteer shift with enough openings for your entire family, as single shifts may not have enough work for multiple people. However, you are welcome to contact us with specific requests.

Q: My student cannot volunteer for any of these shifts due to our family's schedule.

A: Please contact Nikki Claverie to discuss alternative ways to complete the service requirement.

QUESTIONS? PLEASE CONTACT:

Nikki Claverie
 Administrator, Center for Music
 The Music Settlement
 Office Hours: Monday – Friday, 8:30 am – 5:00 pm
 (216) 421-5806 ext. 188
NClaverie@TheMusicSettlement.org